

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION – 7:00 P.M.
MARCH 11, 2008

ATTENDING: Mayor Kendall Spence
Mayor Pro-Tem: Sandy Coughlin
Council Members: Greg Crosby, Virginia Currence,
Jo Waybright, Clint Newton
Finance Officer – Cheryl Bennett
Village Clerk/Tax Collector – Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor Kendall Spence called the Regular Session of the Village of Lake Park Council to order.

PLEDGE OF ALLEGIANCE: Mayor Kendall Spence led the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES: Sandy Coughlin made a motion to approve the February 12, 2008 Regular Session minutes. Virginia Currence seconded the motion. Vote – Unanimous. Sandy Coughlin made a motion to approve the Stormwater Phase II January 22, 2008 minutes. Greg Crosby seconded the motion. Vote – Unanimous.

PUBLIC COMMENT:

Mr. John Hobby requested the VOLP's assistance with the removal of the gravel construction driveway located on Creft Circle at Faith United Methodist Church. Mr. Hobby has spoken with the church concerning the matter and unfortunately the church does not plan to pave the driveway at this time. Use of the driveway creates a lot of dust in the area for homeowners. Is this a HOA issue or a town issue since the curb on Creft Circle has been destroyed to create the driveway apron?

CHANGES TO THE AGENDA: No changes.

SECURITY: There were 47 calls for assistance in the VOLP during the month of February. Of those calls 9 were alarms (4 of 9 cancelled before arrival), 7 were traffic enforcement and 5 were domestic disturbances.

FINANCE REPORT: Cheryl Bennett presented the financial statements for Council review. As we prepare for Budget Workshop on May 5th, if Council has the need for additional reports, please let Cheryl Bennett know.

February Performance Budget

	<u>Feb 08</u>	<u>Jul '07 - Feb 08</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
Other revenues				
Approp. Fund Balance	0.00	0.00	33,017.00	0.0%
National Night Out	0.00	6,435.50	6,435.00	100.01%
Civil Penalties	0.00	50.00	500.00	10.0%
Investment revenue	0.00	23,272.56	25,000.00	93.09%
Miscellaneous	0.00	281.95	300.00	93.98%
Total Other revenues	0.00	30,040.01	65,252.00	46.04%
Other Taxes				
Cable franchise-from Time Warner	-385.00	1,368.00	2,600.00	52.62%
Total Other Taxes	-385.00	1,368.00	2,600.00	52.62%
Parks & Recreation Revenue				
Recreation Program Fees	2.00	64.00	250.00	25.6%
Community Center rental	0.00	1,845.00	2,600.00	70.96%
Gazebo rental	0.00	525.00	100.00	525.0%
Pool concession sales	0.00	876.62	600.00	146.1%
Pool rental	0.00	0.00	100.00	0.0%
Recreation daily swim fees	0.00	3,149.02	5,000.00	62.98%
Recreation season pass fees	0.00	787.00	45,000.00	1.75%
Total Parks & Recreation Revenue	2.00	7,246.64	53,650.00	13.51%
Property Taxes				
Ad valorem current year	2,105.01	448,316.71	455,434.00	98.44%
Ad valorem prior years	0.00	5,344.51	2,000.00	267.23%
Late fees (ad)	19.19	96.29	60.00	160.48%
Motor vehicle tax	11,424.98	41,769.19	55,976.00	74.62%
Penalties and interest	21.56	773.37	510.00	151.64%
Utility ad valorem	0.00	7,332.38	5,000.00	146.65%
Total Property Taxes	13,570.74	503,632.45	518,980.00	97.04%
State Shared Revenues				
Cable Rev. (from State)	5,800.76	5,800.76	15,400.00	37.67%
Sales and use tax	14,464.70	77,020.07	194,000.00	39.7%
Utility franchise	-4,714.76	20,734.26	70,000.00	29.62%
Total State Shared Revenues	15,550.70	103,555.09	279,400.00	37.06%
Total Revenue	28,738.44	645,842.19	919,882.00	70.21%
Expense				
Capital Outlay				
Carillon	0.00	10,965.07	12,000.00	91.38%
Capital Outlay Exp.	0.00	0.00	10,000.00	0.0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%

Total Capital Outlay	0.00	10,965.07	32,000.00	34.27%
General Administrative Expenses				
Adm Assistant	84.00	294.00	800.00	36.75%
Clerk/Tax Collector	2,575.00	20,600.00	30,900.00	66.67%
Council	0.00	4,778.00	10,000.00	47.78%
Finance Officer	643.75	5,150.00	7,725.00	66.67%
Mayor	0.00	1,155.00	2,600.00	44.42%
Payroll Expenses	<u>252.68</u>	<u>2,602.36</u>	<u>3,980.00</u>	<u>65.39%</u>
Total General Administrative Expenses	3,555.43	34,579.36	56,005.00	61.74%
Maintenance of Common Areas				
Tennis Courts	0.00	13,136.00	13,136.00	100.0%
Landscaping	8,475.33	92,580.99	165,000.00	56.11%
Park maintenance	180.19	11,803.16	23,000.00	51.32%
Pond maintenance	30.12	2,908.72	5,000.00	58.17%
Street Signs	<u>0.00</u>	<u>434.00</u>	<u>2,500.00</u>	<u>17.36%</u>
Total Maintenance of Common Areas	8,685.64	120,862.87	208,636.00	57.93%
Operating Costs				
Advertising	0.00	0.00	300.00	0.0%
Association dues	0.00	2,631.00	2,700.00	97.44%
Bank charges	0.00	35.00	50.00	70.0%
Elections	0.00	0.00	3,000.00	0.0%
Insurance/bonds	38.64	9,501.40	10,000.00	95.01%
Miscellaneous oper. exp.	0.00	85.98	1,000.00	8.6%
Newsletter/website/flyers	239.37	1,524.39	3,000.00	50.81%
Office	90.39	1,029.09	2,300.00	44.74%
Postage	13.32	96.63	350.00	27.61%
Tax collection	0.00	779.25	1,030.00	75.66%
Telephone	212.98	1,793.46	2,900.00	61.84%
Training	170.00	170.00	870.00	19.54%
Travel	<u>254.66</u>	<u>254.66</u>	<u>500.00</u>	<u>50.93%</u>
Total Operating Costs	1,019.36	17,900.86	28,000.00	63.93%
Other Expenditures				
Economic Development	0.00	967.38	2,600.00	37.21%
Contingency	0.00	0.00	17,740.00	0.0%
Stormwater Fee	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>0.0%</u>
Total Other Expenditures	0.00	967.38	22,040.00	4.39%
Parks & Recreation				
Pool Operations	0.00	316.10	1,000.00	31.61%
Comm. center maintenance	960.44	4,733.80	7,390.00	64.06%
Seasonal Decorations	1,310.00	11,553.50	12,000.00	96.28%
Natural Gas	198.54	528.16	1,000.00	52.82%
Pool maintenance	0.00	1,770.73	7,000.00	25.3%
Pool management fee	2,845.00	18,827.67	46,700.00	40.32%
Recreation programs	0.00	1,505.00	2,364.00	63.66%
Storage Rental	0.00	1,063.35	1,070.00	99.38%

Water/Sewer	61.31	2,124.77	4,000.00	53.12%
Total Parks & Recreation	5,375.29	42,423.08	82,524.00	51.41%
Professional Fees				
Accountant	0.00	4,100.00	4,200.00	97.62%
Legal Counsel	0.00	4,447.50	9,000.00	49.42%
Total Professional Fees	0.00	8,547.50	13,200.00	64.75%
Public Services/Safety				
National Night Out	0.00	4,325.09	6,435.00	67.21%
Community Watch	0.00	1,000.00	1,500.00	66.67%
Garbage collection	20,334.25	142,095.45	247,000.00	57.53%
Law enforcement	32,561.00	97,683.00	130,242.00	75.0%
Street Lights	7,175.83	54,272.55	92,300.00	58.8%
Total Public Services/Safety	60,071.08	299,376.09	477,477.00	62.7%
Total Expense	78,706.80	535,622.21	919,882.00	58.23%
Net General Fund	-49,968.36	110,219.98	0.00	100.0%
Powell bill				
Powell Bill Revenue				
Fund Bal. from Powell Bill	0.00	0.00	89,020.00	0.0%
Interest - Powell Funds	0.00	2,265.61	2,200.00	102.98%
Powell Bill Revenue	0.00	103,721.93	103,722.00	100.0%
Total	0.00	105,987.54	194,942.00	54.37%
Powell Bill Expense				
Street Exp. - Powell Bill	2,000.00	76,564.50	194,942.00	39.28%
Total	2,000.00	76,564.50	194,942.00	39.28%
Net Excess of Rev. over Exp.	-2,000.00	29,423.04	0.00	100.0%
Net Income	-51,968.36	139,643.02	0.00	100.0%

TAX OFFICER'S REPORT: Cheri Clark stated that 98% of the 2007-budgeted tax levy has been collected. The request for six refunds totaling \$532.06 due to tax releases; tax overpayments and overpayment of a Community Center rental represent the refunds. Sandy Coughlin made the motion to approve the refunds in the amount of \$532.06. Greg Crosby seconded the motion. Vote – Unanimous.

PUBLIC SERVICES (Waste Collection & Electric):

Sandy Coughlin stated that Waste Collection is on budget for last month and the numbers for the 2008-2009 Budget Workshop will hopefully be available at the April Council meeting.

Clint Newton has identified five streetlights that are not working and noted that certain areas may need additional light particularly in some cull-de-sacks.

COMMUNICATION: Greg Crosby asked that all articles for the next Villager be submitted by March 25th.

PARK AND RECREATION: Virginia Currence stated that Council should have a Pond Landscaping report next month to review. Due to electrical safety concerns at the population sign, additional repair funds were needed to address the situation. Jo Waybright made a motion that Council approve the \$800 for the population sign repair. Sandy Coughlin seconded the motion. Vote - Unanimous.

A large dead pine tree in the common area behind 6509 Sybil Court needs to be removed ASAP. The resident is very concerned about the tree falling on their house. Parks and Rec tried to get three quotes today but we were unable to do so. Virginia Currence made the motion to authorize funding in excess of \$500 based upon the best available quote. Clint Newton seconded the motion. Vote – Unanimous.

The Lake Park Garden Club has used the proceeds of the Christmas Home Tour and Friends of Mack Fund to place another picnic table in Russell Park.

Jo Waybright presented the 2008 Pool Membership Rates. Due to the economy the recommendation of the commission is to hold the membership prices for another year. Family Night at the Pool will be May 23rd with free snow cones. On Saturday, May 3rd from 9 until noon, memberships and swimming lesson sign-ups will be available at the Community Center. Jo Waybright may the motion to approve the pool rates as presented. Sandy Coughlin seconded the motion. Vote – Unanimous.

Commission member Johanna Miller did a CAD of the office space as we try to develop a more efficient working environment.

STREET BUSINESS: Mayor Kendall Spence received e-mail from Amy Helms concerning the Stormwater RFP. Based upon the suggested scope requirements of the RFP, the Stormwater ordinance and implementation has the potential for being costly. Tomorrow, Mike Randall NCDENR, Amy Helms, Susan Tolan, Mayor Kendall Spence and Ken Swain are meeting to discuss the status of Stormwater and the VOLP.

Union County Parks and Recreation will be installing 5 foot sidewalks along Lake Park Road instead of the originally agreed upon curb and gutter. Any funds left from the original agreement will be paid to the VOLP.

ECONOMIC DEVELOPMENT: Sandy Coughlin attended the Union County Partners for Progress Real Estate Luncheon on March 5th. The presentation was about defining your brand and not allowing the media perception to brand you. Sandy requested that Council

take the marketing survey that she distributed and provide feedback. With this concept in mind, the Council needs to develop a mission statement.

SET AGENDA FOR APRIL 8, 2008: No changes.

COUNCIL COMMENTS:

Jo Waybright shared that she was glad to be back at Council after her knee surgery.

Greg Crosby requested that Council consider the vision for the VOLP as a way to validate what and how the budget is distributed next year. Ken Swain requested that the VOLP consider funding half of the Annual Municipal Conference for Attorneys next year for him.

ADJOURN: Virginia Currence made a motion to adjourn the meeting. Greg Crosby seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor Kendall Spence

Village Clerk, Cheri Clark